



Commercial Clean Energy Rebate Program
Completion Certificate (Solar and Geothermal Systems)
Purchased Systems
Effective July 1, 2019

Properly review all forms and documentation for completeness prior to submitting an application completion certificate to the Commercial Clean Energy Rebate Program offered through the Maryland Energy Administration (MEA). Be advised that any incomplete or missing information and documentation will prevent your application from being approved.

Checklist for Completion Certificate:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Applicant and system information has been filled out completely, and signed and dated by Applicant (Completion Certificate may be submitted with a scanned copy of an original handwritten signature). |
| <input type="checkbox"/> | Please include a valid email address for communication purposes. MEA will not distribute your email to any outside party or use it for any purpose other than Rebate status communication. |
| <input type="checkbox"/> | Installing Contractor and project information, including hours worked, has been filled out completely. |
| <input type="checkbox"/> | Permit and Inspection information has been included for all required permits. |
| <input type="checkbox"/> | The Commercial Clean Energy Rebate Program Terms and Conditions have been reviewed. They can be found on the MEA website at: https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyRebates.aspx . |

Supporting Documentation to be submitted with Completion Certificate:

Required Documents:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A copy of the Maryland State Department of Assessments and Taxation (SDAT) <i>Certificate of Good Standing</i> for the applying commercial entity. |
| <input type="checkbox"/> | Documentation of Passed Final Inspections (a photocopy of the inspection sticker or copy of the report is sufficient). |
| <input type="checkbox"/> | A copy of an itemized \$0.00 Balance Invoice from the Installing Contractor. |
| <input type="checkbox"/> | A photograph of the complete system installation, including all PV and/or thermal panels, tanks, et cetera. |
| <input type="checkbox"/> | An MEA Clean Energy Rebate Commitment Letter, signed and dated, if issued (disregard if previously returned to MEA). |
| <input type="checkbox"/> | A site map exhibiting the location of the system, collectors, or modules on the roof or property (an image from Google Earth/Maps®, digital/print photograph is acceptable). |
| <input type="checkbox"/> | Project Location Certification Sheet as required by Section 5.B.ii., if a Rebate Commitment letter was issued). |

Optional Historic Review Exemption Documents:

MEA is required by State law to assess the impact of Commercial Clean Energy Rebates on historic resources. Prominent installations of clean energy systems on historic properties or properties within historic areas will not qualify for this Rebate program. Rebate applicants may receive an historic review exemption if both of the following criteria are met:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | The primary structure on the property is not recorded in the Maryland Inventory of Historic Properties, the National Register of Historic Places, or in an historic district. See MERLIN Online map at:
https://gisapps.dnr.state.md.us/MERLIN/Index.html . |
| <input type="checkbox"/> | The primary structure on the property is less than forty five (45) years old. Attach a SDAT form from https://sdatt.dat.maryland.gov/RealProperty/Pages/default.aspx , indicating that the primary structure on the property is less than 45 years old. |

Mail the Application Form and Supporting Documentation to:

Maryland Energy Administration
Attn: Commercial Clean Energy Rebate Program
1800 Washington Blvd., Suite 755
Baltimore, MD 21230



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Section 1 - Clean Energy System Information (As Installed)				
Clean Energy Technology	System Capacity	Total System Cost	Rebate Amount	
<input type="radio"/> Solar Photovoltaic (PV)		kW-DC		
<input type="radio"/> Solar Water Heating (SWH)		sq. ft.		
<input type="radio"/> Geothermal Heat Pump (GEO)		tons		

Section 2 - Applicant Information (System and Site Owner)				
Business/Non-Profit/Government Name		First and Last Name of Signatory		Title
Email Address		Phone Number		
Installation Address		City	State	Zip Code
County	Congressional District*		MD Legislative District*	
Mailing Address (If different from Installation Address)		City	State	Zip Code
Primary Point of Contact				

*Find MD Congressional and Legislative Districts at <https://www.mdelect.net>

Section 3 - Applicant Signature - CAREFULLY READ THE STATEMENT BELOW BEFORE SIGNING					
<p>I certify that I am authorized by the applicant to submit this application and to provide on behalf of the applicant all of the information contained in the application. The applicant has installed, owns and operates the qualified clean energy conversion system "Project" described in this application. The applicant has constructed and operates the Project in accordance with all local, State, and federal permitting and licensing requirements, and the terms, conditions, and requirements of MEA's Rebate Program. The applicant understands and is complying with the qualifications, project requirements, and limitations outlined in the FY20 Commercial Clean Energy Rebate Program Terms and Conditions. A qualified clean energy system has been installed on the installation property specified in Section 2 of this Completion Certificate. For businesses and nonprofits: I affirm that the Rebate Applicant is a business or nonprofit organization, is registered to do business in the State of Maryland, and is in good standing with the Maryland State Department of Assessments and Taxation. For businesses or nonprofit properties held in trust, the applicant attests that the trust is revocable and that the Rebate Applicant organization has the right to remove the property from the trust. The applicant attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished to MEA in relation to the Rebate Program.</p>					
Print Full Legal Name		OFFICIAL USE ONLY			
		D13	03	516S2	1299
Federal Tax Identification Number		AGENCY	FUND	PCA	SUB-OBJ
					FY
Handwritten Signature		SSN		AMOUNT	
X		ME-			
		PM INIT	NUMBER	DATE RECEIVED	
Date Signed					
		MEA APPROVAL		FINANCIAL ADM APPROVAL	
PLEASE NOTE: Your application is not valid unless it is signed.		DATE:			
		POSTED:			



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Section 4 - Permitting & Installation information			
State the Permitting Authority (County or Municipality having jurisdiction) and all applicable permit numbers and dates of final inspections, below.			
Circle Y or N			Final Inspection
Required?	Permitting Authority	Building Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Electrical Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Mech/HVAC Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Zoning Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Plumbing Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	MD Well Permit Number**	Date <i>Passed</i>
Y/N			
<i>**MD Well Permit Numbers for Vertical-Well Geothermal systems, only</i>			
Project Information:			
Project Start Date	Project Completion Date	Total Person Hours Worked	

Additional System Information	
The following question applies to Solar Water Heating Systems only.	
Indicate Type of Hot Water Heater Replaced:	
<input type="radio"/>	Electric
<input type="radio"/>	Non-Electric
<input type="radio"/>	N/A - New Construction
The following two questions apply to Geothermal Systems Only (otherwise leave blank)	
Indicate system type:	
<input type="radio"/>	Horizontal Loop Field
<input type="radio"/>	Vertical Well
<input type="radio"/>	Pond/Lake
<input type="radio"/>	Other (specify):
Indicate Type of HVAC System Replaced:	
<input type="radio"/>	Electric
<input type="radio"/>	Non-Electric
<input type="radio"/>	N/A - New Construction



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Section 5 - Installation Contractor Information (to be Completed by Installation Contractor)

Company Name	License Type	License Number	
Name of Contact Person	Title of Contact Person		
Company phone number	Contact Person's Email Address		
Company Street Address	City	State	Zip Code

Section 5.A - For Solar PV Systems Only: MANDATORY (To be completed by Installation Contractor)

Name of NABCEP PV Installation Professional	NABCEP Certification Number

Section 5. B - New Regulations pursuant to the Clean Energy Jobs Act of 2019

i. American Manufactured Goods:

Chapter 757 of the 2019 Acts of the General Assembly of Maryland includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article. Applicants affected by those provisions should take them into account when developing FY20 applications to SEIF-funded programs.

ii. Project Location:

Effective October 1, 2019, Chapter 757 of the 2019 Acts of the General Assembly of Maryland will require at least 80% of workers participating in a SEIF-funded project or program to reside within 50 miles of the project or program. As the SEIF funds a statewide program, MEA will determine compliance based on whether at least 80% of workers participating in a SEIF-funded project reside in Maryland, or within 50 miles of Maryland's borders. Applicants should take this new requirement into account when developing FY20 applications to SEIF-funded programs. FY20 SEIF-funded agreements will contain a section further outlining this requirement, including any documentation of compliance that will be required before Rebate funds are disbursed.

Section 6 - Installation Contractor's Signature

I certify that I am authorized by the installation contractor to submit this application and to provide on behalf of the installation contractor all of the information contained in this section. The installation contractor installed the qualified clean energy conversion system "Project" presented in this application. The installation contractor constructed the Project in accordance with all local, State, and federal permitting and licensing requirements, and the terms, conditions, and requirements of MEA's Rebate Program as specified in the FY20 Commercial Clean Energy Rebate Program Terms and Conditions. The installation contractor hereby affirms that the qualified clean energy conversion system meets minimum system requirements, and that each component of the system is listed or labeled by a recognized national testing laboratory. The installation contractor has conveyed an estimate of system performance to the applicant that is both reasonable and accurate to the best of its knowledge, information, and belief. The installation contractor is incorporated or registered to do business in the State of Maryland and it is in good standing with the Maryland State Department of Assessments and Taxation. The contractor attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished to MEA in relation to the Rebate Program.



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Contractor's Printed Name	Title
Contractor's Signature	Date Signed
X	

Section 7: Comments (Include any additional comments relating to the project or Rebate application.)